



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

August 7, 2008

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To: Supervisor Yvonne B. Burke, Chair  
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Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: William T Fujioka  
Chief Executive Officer

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES' MANAGEMENT APPOINTMENT

Consistent with the August 4, 1998, Board-approved policy on management appointments, we have reviewed and recommend Board approval of Department of Children and Family Services' (DCFS) request for the appointment of Ms. Cynthia McCoy-Miller to the position of Administrative Deputy III at an annual salary of \$127,348.44 (\$10,612.37 per month).

Ms. McCoy-Miller has over 21 years of experience working for DCFS. She has held the position of Division Chief since December 29, 1998 and she is currently functioning as the Acting Administrative Deputy for the past five months and has demonstrated strong leadership and organizational skills. In this capacity, her responsibilities include management and primary supervision over the Human Resources Division, Contracts Administration, Procurement Services, Internal Controls, Grant Management, and the Revenue Enhancement Division. Ms. McCoy-Miller has a Master's in Social Work from the University of Southern California; a Bachelor's in Social Work from Cal-Poly Pomona; and an AA in Social Work from Los Angeles Southwest College. DCFS conducted interviews of the three candidates in Band 1, and Ms. McCoy-Miller was selected as the best candidate.

The requested annual salary of \$127,348.44 will provide a 17.09 percent increase over her current base salary and a 10.99 percent increase over her current base salary and bonus. The requested salary will place Ms. McCoy-Miller on Step 3 in Salary Range

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Each Supervisor  
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S15. Based on the above, we concur with the Department's request to appoint Ms. McCoy-Miller to the position of Administrative Deputy III effective August 15, 2008.

In accordance with the policy on managerial appointments, unless we hear otherwise from your offices by August 14, 2007, we will notify the Department that they are authorized to proceed with the appointment of Ms. McCoy-Miller.

Please let me know if you have any concerns about this appointment, or your staff may contact Lynn Cao of this office at (213) 893-1216.

WTF:SRH:MS  
GP:LC:cvb

c: Executive Officer, Board of Supervisors  
Director, Department of Children and Family Services  
Director of Human Resources

DCFS Deputy Director-Cynthia McCoy-Miller-Requested Salary.doc